

# YAVAPAI COUNTY SHERIFF DETENTION SERVICES



## DETENTION OFFICER

### Position Summary:

#### Role:

Responsible for the care, custody, and control of inmates

### Major Duties and Responsibilities:

Observes controls and supervises inmate activities. Patrols internal and external areas of the facility to preserve law and order, prevent and discover the commission of crime and enforce regulations. Investigate crimes, gather evidence, interview suspects, and write criminal and administrative reports. Monitor audio and video surveillance equipment. Maintains the safety and physical security of the facility, personnel, and inmates. Physically escorts inmates by vehicle or on foot. Processes inmate bookings and releases, maintains other Detention Records. Performs physical search of inmates and facility. Performs other job related duties as assigned.

### Expectations:

Analyze situations, detect problems and facts. Communicate effectively orally and by telephone, verbally and in writing with public and employees in a face to face setting. Observe or monitor objects, data, and/or behavior to determine compliance with prescribed operating or safety standards. Operate a motor vehicle. Physically restrain detainees. Respond to emergencies or stressful situations calmly, quickly and decisively. Work rotating shifts. Establish and maintain effective working relationships with employees, other agencies and the public. Follow written and verbal instructions.

## **Career Opportunities:**

- Instructor certifications such as Defensive Tactics, Firearms, Less-Lethal Weapons and more
- Investigations / Intelligence •Transportation Officer •Court Officer •Special Response Team
- Classification •Recruitment and Training •Search and Rescue •Immigration Enforcement

## **Minimum Qualifications:**

Experience: Must successfully complete 12 weeks Facility Training Program within first six months. Education: High school diploma or GED. Interpersonal Skills: Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation. Other Skills: Remain in a standing position for extended periods of time. Possess and maintain a valid Arizona driver's license. Required to complete a polygraph, psychological and physical fitness test; must be a resident of the county and 20 years of age at the time of hire.

## **REQUIREMENTS FOR EMPLOYMENT WITH THE SHERIFF'S OFFICE**

All persons applying for employment with the Sheriff's Office shall be required to meet the following general qualifications: integrity, honesty, dependability, industry thoroughness, accuracy, good judgment, initiative and courtesy. All persons will be required to complete a thorough background investigation to include, but not limited to: polygraph, psychological and physical fitness test. All persons must successfully complete a minimum six month probation period. All persons must be a U.S. Citizen at time of application. Must be a resident of Yavapai County. Where the position requires the operation of a motor vehicle, the applicant must have a valid Arizona operator's license.

**Apply on line at [www.yavapai.us](http://www.yavapai.us)**

**Or call: (928) 554-8611 for recorded information**